

Posted: June 18, 2019

To: Summer Sponsoring Organizations

Subject: SFS-19-x131 SFSP Operations: Important Reminders

In conducting site observations of the Summer Food Service Program (SFSP), state staff have reported some common findings/issues among operating SFSP sites. This memo will serve to report common findings to currently participating SFSP Sponsoring Organizations.

In the operation of any SFSP, please be aware that:

1. Sponsor/site staff **cannot** require children to take part in any meal service offered at the site;
2. As per the latest USDA SFSP Guidance, **no more than** two meal types may be served to children through the SFSP at any open, restricted open or (closed) enrolled sites;
3. Any SFSP sponsoring organization that intends to operate a SFSP at one (or more) site(s) must hold a current permit to operate (issued by the LA Department of Health [LDH]), **prior to** beginning SFSP operations, which lists the current sponsoring organization as the operator/sponsor for the site. This must be adhered to annually for new and returning sites.
4. Any off-site meal service (i.e. field trips) must be communicated to the state agency **prior to** its occurrence. Please provide written advanced notification to Shanna Legier by email (preferred) – at shanna.legier@la.gov -or fax -225-342-3305. Failure to do so, may result in loss of SFSP reimbursement for meals served off site;
5. Sponsors must ensure that when meals are transported, **all** applicable health/safety standards are adhered to. When in doubt, please contact your local health department or the LDH State Office at (225) 342-7779;
6. It is the sponsor's responsibility to train **all** SFSP staff prior to allowing staff to take on program responsibilities. Compliance issues found at operating sites reflect on those named in the latest Child Nutrition Program (CNP) Agreement that has been entered into between the sponsor and the LA Department of Education, Division of Nutrition Support, along with any state-agency determined corrective action (CA) required from the sponsor;
7. Failure to maintain a reliable count of reimbursable meals (aka an allowable/well-documented Point of Service [POS]) is the most common cause for disallowance of meals at SFSP sites. Please be reminded that an accurate/documented POS is required for **all** approved meal service types, including any meals permitted to be served off-site. Plate counts or head counts cannot serve as the primary meal count recorded for a given SFSP meal service;
8. Receipt/approval of a USDA SFSP Waiver does not relieve the sponsor of any responsibilities that are necessary in maintaining compliance of all USDA SFSP Regulations/Requirements;

9. Any program materials that reference the SFSP must contain the *most current* USDA Non-Discrimination Statement. This statement can be found under the log-in area on the CNP website home page (<http://cnp.doe.louisiana.gov>). It can also be found in memo SFS 16-13, titled "Revised Equal Opportunity Public Notification Policy", which can be accessed [here](#) (see section titled "For all other FNS nutrition assistance programs..."). As a reminder, program materials that are one page in length or less may contain the short statement "This institution is an equal opportunity provider" (in the same size font); and
10. When field trip opportunities are provided for children that participate in SFSP meal service(s) open or restricted-open sites, sites should still remain open to community children in accordance with the times specified in their latest approved SFSP Online Application.